



TRANSFER/PROMOTIONAL OPPORTUNITY
CIVIL ENGINEER I
(Underfilling Civil Engineer II)

NOTE: *If the applicant is currently a Civil Engineer II, the position will be filled at that level. The vacancy which will be filled through this process is in DPW Infrastructure Services, Transportation Section.*

PURPOSE: To perform a variety of professional engineering duties in design, planning, and/or construction in one or more of the following areas: sewer and environmental engineering, water engineering, street, highway and transportation engineering, traffic engineering, and structural engineering.

ESSENTIAL FUNCTIONS: Depending on the specific position or assignment, a Civil Engineer I performs many or all of these essential functions:

- Prepares engineering designs and plans
- Conducts engineering studies and investigations
- Reviews plans, correspondence and legislative initiatives and prepares responses
- Prepares reports and makes recommendations
- Prepares cost estimates
- Prepares project documents as dictated by WISDOT Facilities Design Manual
- Coordinates design activities
- Performs other related functions as assigned

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. Bachelor's Degree with a major in **Civil Engineering** from a school of engineering whose program is **accredited by the Accreditation Board for Engineering and Technology (ABET)** or from a school of engineering approved by the Department of Employee Relations.

Note: **Transcripts of college coursework are required** and must accompany the application or be sent immediately to the attention of the individual specified below.

3. Possession of a valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of technical design techniques, tools, and principles.
- Knowledge of mathematics and the ability to make accurate calculations.
- Analysis and problem-solving skills.

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- Ability to read, comprehend, and explain technical documents.
- Oral communication skills.
- Written communication skills, including the ability to prepare reports.
- Interpersonal and customer service skills.
- Planning, coordinating, and time management skills.
- Excellent computer skills with a good working knowledge of CADD.

THE CURRENT PAY RANGE IS (PR 2EN): \$44,194 to \$61,870 annually. (Minimum recruitment is at \$50,097)

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations' web site: www.milwaukee.gov/der, in person or via mail from the Department of Employee Relations, 200 E. Wells St., Room 706, Milwaukee, WI 53202-3554 or by calling 286-3751.

*Applications should be returned to: Ms. Lois Gresl, Manager of the Major Projects Area, DPW, Infrastructure Services Division, Transportation Section, Room 902, Zeidler Municipal Building, 841 North Broadway by **December 7, 2012**. Receipt of applications may be discontinued any time after that date.*

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